

## YOUTH SERVICES POLICY

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| <b>Title:</b> Issuance of Clothing Inventory<br><b>Next Annual Review Date:</b> 08/17/2013  | <b>Type:</b> A. Administrative<br><b>Sub Type:</b> 3. Fiscal<br><b>Number:</b> A.3.12 |
|   | <b>Page 1 of 3</b>  |
| <b>References:</b><br>La. R.S. 39:321 through 39:332 "Division of Administration Property Control;"<br>Division of Administration's State Property Control Regulations; YS Policies<br>A.3.1 "Asset Management", and A.3.7 "Procurement of Supplies and Equipment";<br>ACA Standards 2-CO-1B-08 (Administration of Correctional Agencies); and<br>4-JCF-6B-09 and 4-JCF-4C-22 (Performance-Based Standards for Juvenile<br>Correctional Facilities) |   |
| <b>STATUS: Approved</b>   |   |
| <b>Approved By:</b> Mary L. Livers  | <b>Date of Approval:</b> 08/17/2012   |

### I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.  
Deviation from this policy must be approved by the Deputy Secretary.

### II. PURPOSE:

To establish procedures regarding the issuance of uniforms to staff and youth,  
and the securing of the uniform inventory.

### III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary,  
Deputy Assistant Secretaries, Facility Directors, and staff responsible for  
securing inventory and ordering new uniforms.

### IV. POLICY:

It is the Deputy Secretary's policy that all employees responsible for the  
requisition of uniforms comply with state laws and regulations, and to ensure that  
the inventory of uniforms is properly controlled.

### V. PROCEDURES:

#### A. Facility Staff:

1. New hires shall be issued three (3) uniform sets. A uniform set consists of one pair of navy blue khaki pants and one tan polo shirt with blue OJJ emblem. On their annual anniversary, each uniformed staff will be issued one additional uniform set.

With the Director's approval, a uniform may be replaced when it is determined that the uniform was damaged while staff was performing their duty, on assignment, etc.

2. Staff uniforms are to be maintained in a secure locked area at all times and accounted for on a monthly basis. Youth shall not be permitted access to or work in the vicinity of staff uniforms at any time.

B. Youth:

1. Youth are to be issued three (3) uniform sets. A uniform consists of one pair of slacks and one polo shirt in the colors listed below:

JCY: burgundy shirts and khaki slacks

BCCY: light blue shirts and khaki slacks

SCY: different color shirts depending on dorm and khaki slacks  
**(until Columbia opens and then shirt colors will be redefined)**

2. Youth are also given three (3) pairs of underwear, three (3) pairs of socks, and one pair of tennis shoes.
3. Every quarter, the uniforms are to be replaced with three (3) new sets as above. Tennis shoes and other items are replaced as needed.
4. Additional items issued to youth are:
  - Boots - issued based upon an assignment or detail
  - Coats - 1 in winter
  - Hat - 1 in winter
  - Gloves - 1 pair in winter
  - Thermal tops and bottoms - 2 each in the fall
  - Gym shorts - 1 pair in summer
  - Pajamas - 1 set
  - Belt - 1
  - Slippers - 1 pair

**C. Dress for Youth Exiting a Secure Care Facility**

When a youth exits from a secure care facility he shall be issued and properly dressed in the following attire:

1. Dress shirt - 1
2. Dress slacks – 1
3. Tie – 1
4. Belt – 1
5. Socks, underwear and shoes - already issued.

**D. Recycled State Issued Clothing**

When a youth exits a secure care facility, the youth's state issued clothing shall be recycled for re-use by the youth population. The clothing shall be laundered in accordance with Title 51 – Louisiana Sanitary Code / Center for Disease Control (CD) general infection control guidelines, as noted in YS Policy B.6.2.

**Previous Regulation/Policy Number:** A.3.12  
**Previous Effective Date:** 01/21/2011  
**Attachments/References:**